

PHYSICAL FITNESS AGREEMENT

Request for Approval of Administrative Leave and Memorandum of Understanding For Physical Fitness Activities

EMPLOYEE: I, _____, request approval of administrative leave, not to exceed three hours per week, for the sole purpose of participating in physical activities.

I understand (employee must initial each line):

___ I am able to participate in physical fitness activities. I am responsible for expenses required to obtain this documentation.

___ I will utilize on-base facilities or a federally-approved facility during the work day that is conveniently located near the work site during any period of administrative leave for physical activities.

___ My participation is subject to supervisory approval and scheduling based on mission and workload requirements.

___ If my request is not approved or I cannot be released from work for physical fitness activities due to mission requirements. I may not challenge the decision unless the decision is arbitrary or based on discrimination.

___ I must record each absence on my time sheet as administrative leave (LN).___ I may use the three hours of excused absence in blocks of up to 1.5 hours per day, that the time may not be banked for future use if not used during the week, and that the time allotted includes time required to travel, change clothes, prepare for sports, etc.

___ I must report to work before going to the exercise site and I must report back to work especially if the exercise is the last thing done in the afternoon.

___ That in order to enhance mission effectiveness, I must make every effort to improve my health and well-being during any period of administrative leave for the purpose of physical fitness.

___ This memorandum of understanding will be maintained in the employee's work folder.

___ Should my ability to participate in physical fitness activities become limited in any manner, I will notify my supervisor immediately.

Employee's signature

Date

FIRST LEVEL SUPERVISOR

Approved/not approved

Supervisor's signature

Date